

Adversary Proceeding Case Opening (for Attorneys)

Opening an Adversary proceeding involves entering the necessary information regarding the plaintiff and defendant and basic statistical data. The complaint is incorporated into this process and will not need to be docketed separately. At this time, the attorney must add him/herself as a party to the case. This is the only time an attorney is required to do this. (Refer to Step 7.)

- STEP 1** Click the Adversary hypertext link on the CM/ECF main menu bar. (See Figure 1.)



Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)



Figure 2

- Click the Open an Adversary/Misc Case hypertext link.

STEP 3 The **CASE DATA** screen displays. (See Figure 3.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Case Number

Office: Eau Claire

Date Filed: 1/18/2002

Case Type: ap

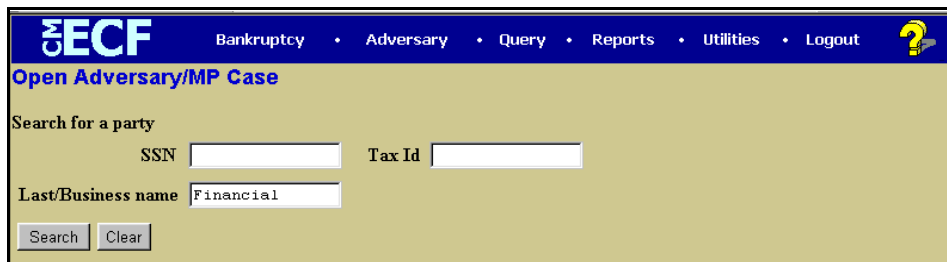
Complaint: y

Next Clear

Note: Office selection must correspond with the office assigned to the main case bankruptcy. If you are unsure which office to select, please "Query" (see above) the main case docket. The office information is located in the heading of the docket sheet.

Figure 3

- The **Case Number** will be generated at the end of this process. Make sure you take note of it on the final screen.
- Select the **Office** from the pick list by clicking on the – arrow and highlighting your selection.
- The current date is displayed in the **Date Filed** box.
- The **Case Type** values are “ap” for adversary proceeding and “mp” for miscellaneous proceeding. Miscellaneous cases are an internal court function. Always accept the default of “ap.”
- The **Complaint** field indicates whether a Complaint is the lead event for this proceeding. If a Complaint initiated this proceeding, leave this field set to **y**. If another document, such as a Notice of Removal, was filed instead, select **n**.
- When this screen is correct, click **[Next]**.

STEP 4 The **PARTY SEARCH** screen appears. (See Figure 4.)The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar is a yellow header area with the text "Open Adversary/MP Case". The main search area has a light green background. It contains the text "Search for a party" followed by three input fields: "SSN", "Tax Id", and "Last/Business name". The "Last/Business name" field contains the text "Financial". At the bottom of the search area are two buttons: "Search" and "Clear".**Figure 4**

- Before adding a party, it is recommended that one search the database for the filer. One can search by Social Security Number, Tax Identification Number, Last Name, or Business Name.
- Enter the last name or the first few characters of the last name to search. If this is a business filing, enter the first word of the name to search the database. The entire business name is stored in the **Last/Business name** field. The field size is 80 characters

Search Hints:

- Enter one field of data for each search.
- Format Social Security Number or Tax ID with hyphens.
- Searching is case sensitive. (Smith, not smith)
- Include punctuation. (O'Brien, Zeta-Jones)
- Try alternate search clues if your first search is not successful.
- Partial names can be entered.
- Wild cards (*) are not required at the end of search strings.
- Wild cards may be used before or within search strings. (*son, Gr?y)

NOTE: Do not use the asterisk * by itself as search criteria. If just the asterisk is used, the entire database will be searched and require unnecessary systems resources and may degrade response time.

- Enter the plaintiff's last name or other search clue and click **[Search]**. In Figure 4 we have entered the first word of the plaintiff's name (Financial).

STEP 5 The **SEARCH RESULTS** screen appears. (See Figure 5.)


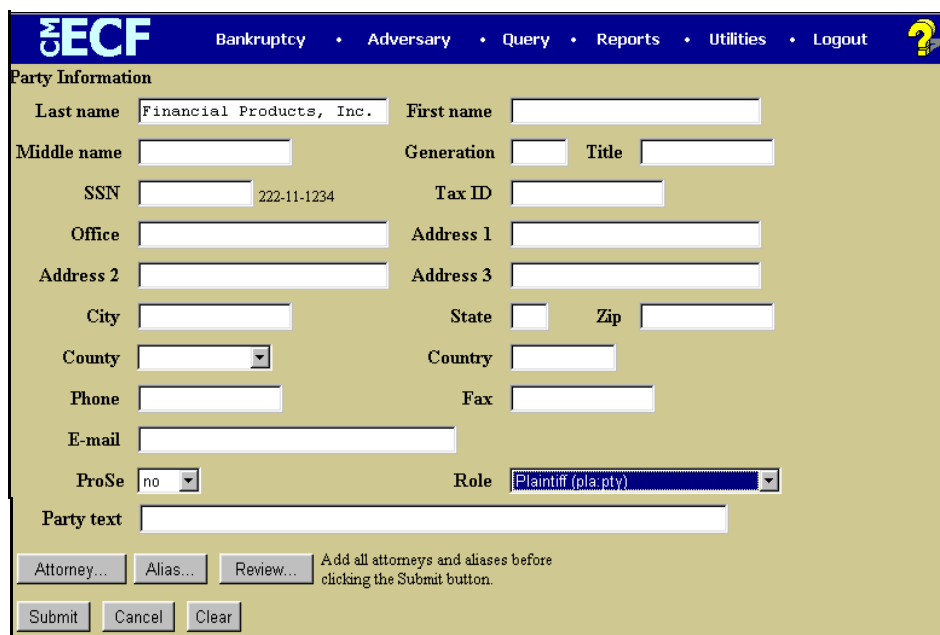
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this is a search section titled "Search for a party" with input fields for SSN, Tax Id, and Last/Business name. There are "Search" and "Clear" buttons. Below the search section is a "Party search results" section with a scrollable list box containing "Financial, Providian" and "Financial Services, Inc.". At the bottom of the results section are two buttons: "Select name from list" and "Create new party".

Figure 5

NOTE: If the designated party was already on the database, the Party Search Results screen would provide a listing of parties matching your search criteria. In that situation, you would select the party by highlighting the name with your mouse and clicking on the **[Select Name From List]** button.

- Since our party in this example, Financial Products, Inc., is not on the list, click the **[Create New Party]** button.

STEP 6 The **PARTY INFORMATION** screen appears. (See Figure 6.)

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Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all attorneys and aliases before clicking the Submit button.

Figure 6

- Enter the plaintiff's **Name** and **Tax ID** or **SSN** information in the appropriate boxes.
- Expand the **Role Type** selection pick list by clicking on the down arrow – and selecting **Plaintiff**.
- The **Party Text** field is used for further party description, such as A California Corporation or Trustee for the Estate of.... This information will appear on the caption of the docket report immediately after the party's name.
- Click on the **[Attorney]** button on the **PARTY INFORMATION** screen. (See Figure 6.)

STEP 7 For adversary proceedings **ONLY**, you will need to add yourself as the attorney representing the plaintiff(s). Steps 7 - 9 will show how this is done.

- Your attorney record already exists on the Court's database in an attorney roll that is maintained by court staff.

The **ATTORNEY SEARCH** screen allows you to retrieve your attorney record by either State Bar ID or Last Name (or partial Last Name). (See Figure 7.)



Figure 7

- This exercise illustrates how one could search for the attorney Bruce Williams. His last name is entered as a search clue.
- Click on **[Search]**.

STEP 8 The **ATTORNEY SEARCH RESULTS** screen will display all the matches for the search clue you entered. (See Figure 8.)



Figure 8

- When your name appears, highlight it with your mouse and click on **[Select Name From List]**.

STEP 9 The **ATTORNEY INFORMATION** screen displays the master attorney record from the court attorney roll. (See Figure 9a.)

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the title is "Attorney Information (Party Financial Products, Inc.,)". The main content area is a form with the following fields: Office (Williams & Baronofsky), Address 1 (555 Huntington Place), Address 2 (empty), Address 3 (empty), City (Eau Claire), State (WI), Zip (54701), Country (empty), Phone (empty), Fax (empty), E-mail (empty), and Lead attorney (yes). At the bottom of the form are three buttons: "Add attorney", "Cancel attorney", and "Clear". A small text box at the bottom right of the form contains the instruction: "Click the Add attorney or Cancel attorney button to return to the Party screen and add other attorneys, add aliases, or submit all information for this party."

Figure 9a

- Since your attorney record can accommodate only one address, if the address for this case should be different, make the changes to this screen. This will change professional and mailing information **FOR THIS CASE ONLY**.
- After verifying this information, click **[Add Attorney]** to associate this record with your plaintiff.
- The main **PARTY INFORMATION** screen again appears. At this time you could click on the **[Review]** button to verify attorney and alias information for this party. Figure 9b shows how this information is displayed.

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Attorney(s) added:

☒ Williams, Bruce
Williams & Baronofsky
555 Huntington Place
Eau Claire, WI 54701

Alias(s) added:

None added.

Figure 9b

- Click on the **[Return to Party]** button.
- When the **PARTY INFORMATION** screen appears again, click **[Submit]**.

STEP 10 You have added the plaintiff and, if there are no more plaintiffs, the next step is to add the defendant(s). The **PARTY SEARCH** screen will appear again for that purpose. (See Figure 10.)

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Open Adversary/MP Case

Search for a party

SSN Tax Id

Last/Business name

Figure 10

- Enter party information for the defendant (in our example, Kenneth S. Long). Search by last name.

- STEP 11** When the **SEARCH RESULTS** screen appears, the party will be displayed because Kenneth S. Long is already a debtor on the bankruptcy case. (See Figure 11.)

Search for a party

SSN Tax Id

Last/Business name

Party search results

Long, Kenneth S.

Figure 11

- Highlight the name and click on **[Select name from list]**.

- STEP 12** The **SEARCH RESULTS** screen appears next with this party's address as it is recorded in the database from the bankruptcy case. (See Figure 12.)

Party Information

Kenneth S. Long SSN:123-45-6789

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

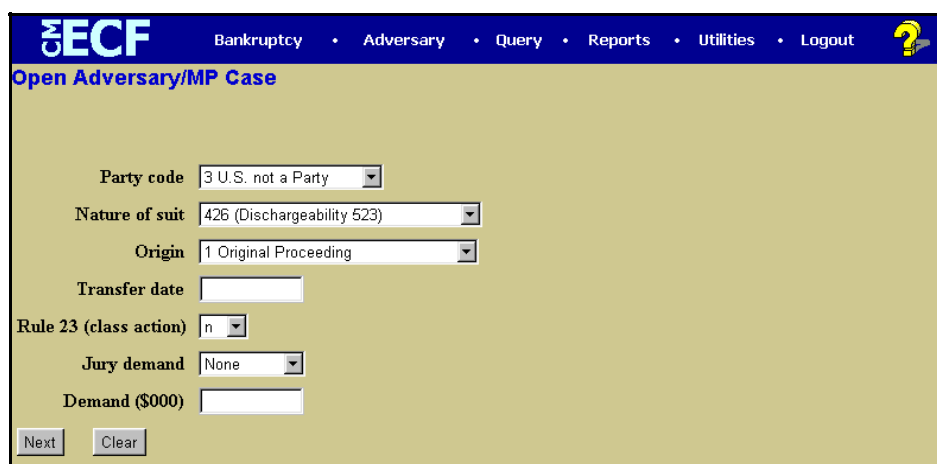
Party text

Add all attorneys and aliases before clicking the Submit button.

Figure 12

- It is not necessary to add addresses for defendants. You must select the Party Role by clicking on the – down arrow for the **Party Role** field. Highlight **Defendant** and click on **[Submit]**. The defendant's attorney information will be added at a later time.
- The Party Search screen will reappear. Once all parties have been entered, click on **[End Party Selection]**. Statistical information will be entered on the next screen.

STEP 13 The system will then display the **ADVERSARY STATISTICAL** screen. (See Figure 13a).



The screenshot shows the ECF (Electronic Case Filing) system interface for opening an Adversary or Motion/Parties (MP) case. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main title is "Open Adversary/MP Case". The form contains several fields with dropdown menus and text boxes:

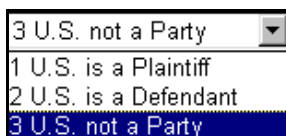
- Party code: 3 U.S. not a Party
- Nature of suit: 426 (Dischargeability 523)
- Origin: 1 Original Proceeding
- Transfer date: (empty text box)
- Rule 23 (class action): n
- Jury demand: None
- Demand (\$000): (empty text box)

At the bottom of the form are two buttons: "Next" and "Clear".

Figure 13a

- Unless the U.S. is a plaintiff or defendant in your case, accept the default **U.S. not a Party**.

Other values are:



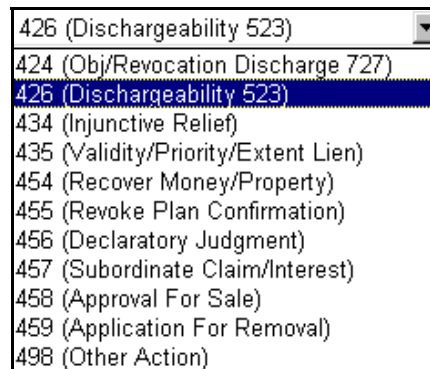
The screenshot shows a dropdown menu for the Party code field. The options are:

- 3 U.S. not a Party
- 1 U.S. is a Plaintiff
- 2 U.S. is a Defendant
- 3 U.S. not a Party

The first and last options are highlighted in blue.

Figure 13b

- Select the **Nature of Suit** for the case from the drop-down list, shown below. (See Figure 13c.) If there are multiple natures of suit in the proceeding, select only one.

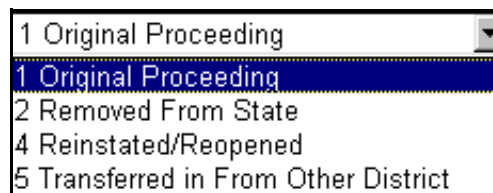


A screenshot of a drop-down menu. The menu is open, showing a list of options. The option '426 (Dischargeability 523)' is highlighted in blue. The other options are: 424 (Obj/Revocation Discharge 727), 434 (Injunctive Relief), 435 (Validity/Priority/Extent Lien), 454 (Recover Money/Property), 455 (Revoke Plan Confirmation), 456 (Declaratory Judgment), 457 (Subordinate Claim/Interest), 458 (Approval For Sale), 459 (Application For Removal), and 498 (Other Action).

Figure 13c

NOTE: If one of the multiple suits is a 727 Objection to Discharge, it is important to enter **424** as the first number.

- The **Origin** code defaults to **Original Proceeding**. (See Figure 13d.) This setting is normally correct. Other values are:



A screenshot of a drop-down menu. The menu is open, showing a list of options. The option '1 Original Proceeding' is highlighted in blue. The other options are: 2 Removed From State, 4 Reinstated/Reopened, and 5 Transferred in From Other District.

Figure 13d

- The default for the **Rule 23 (class action)** field is **n**. Select **y** if the proceeding is a class action.

- The default for the **Jury Demand** field is **None**. (See Figure 13e.) Make another selection from the values below, if appropriate.

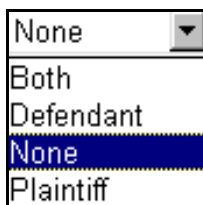


Figure 13e

- **Dollar Demand.** If there is a dollar demand, enter the amount in thousands to the nearest thousand. For example, if the Dollar Demand is \$4550, \$5,000, or \$5499, you would enter 5 for \$5000, leaving off the 000.
- When this screen is correct, click **[Next]**.

STEP 14 The **RELATED CASES** screen displays next. (See Figure 14.)



Figure 14

- Enter the **Lead Bankruptcy Case Number** (the case number in the main bankruptcy case) in yy-nnnnn format, including the hyphen.

NOTE: If the case number is invalid or if the lead case does not reside on this database, an error message, “**YY-NNNNN is not a valid case. Please enter a valid value**” is generated. You will not be able to proceed with the case opening process. Research the reason for the error.

- Click **[Next]** to continue.

STEP 15 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 15a.)

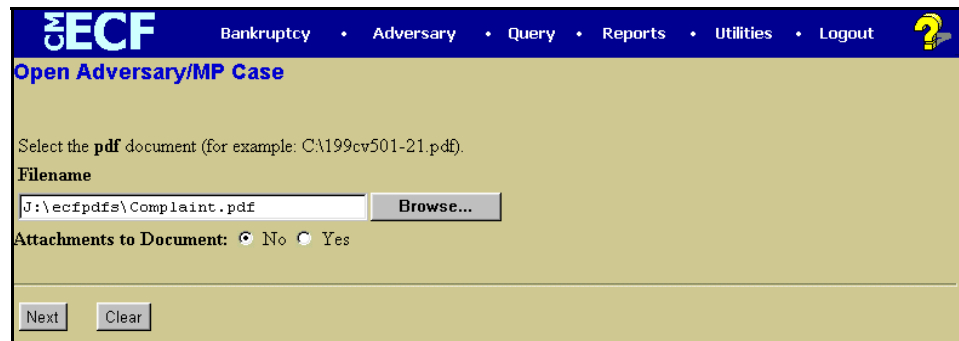


Figure 15a

- To associate the imaged document with this entry, select the PDF file name of the complaint you are filing.
 - Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located and select it with your mouse.

- To make certain you are about to associate the correct PDF file for this entry, right click on the file name with your mouse and select **Open**. (See Figure 15b.)

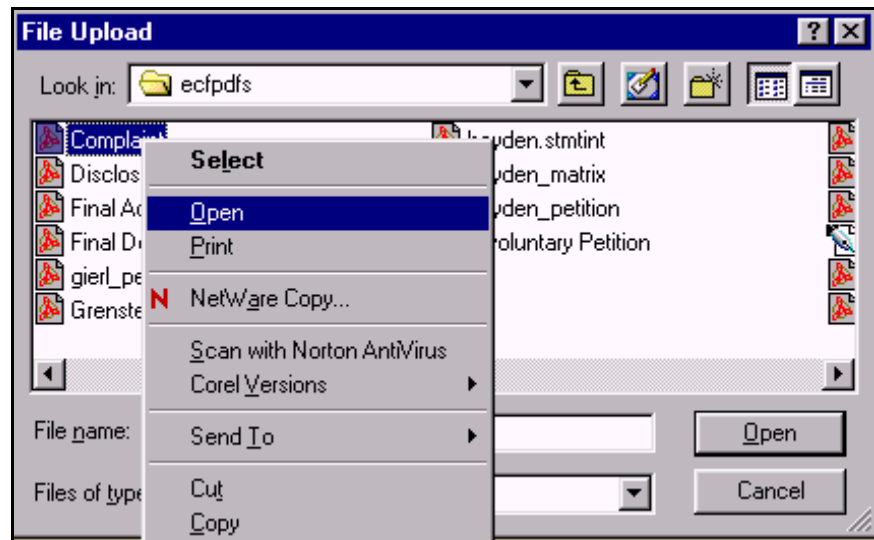


Figure 15b

- This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box. (See Figure 15c.)

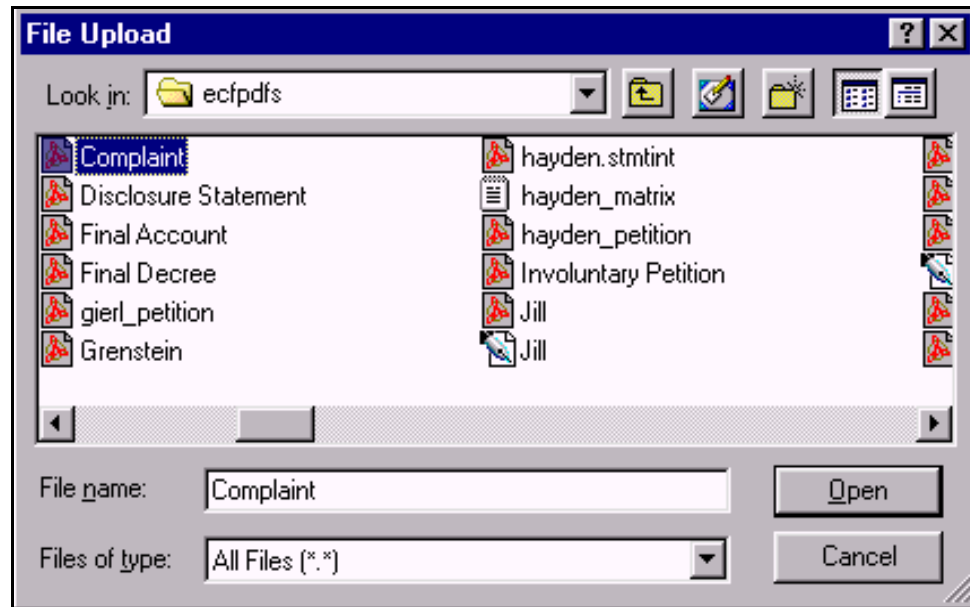


Figure 15c

- Click **[Next]** to continue.

STEP 16 The **FILING FEE** screen will display prompts for **Fee** and **Receipt** information. (See Figure 16.)

A screenshot of a web application interface for the ECF (Electronic Case Filing) system. The header shows 'ECF' and navigation links: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main heading is 'Open Adversary/MP Case'. Below this is a red text prompt: 'COURT STAFF ONLY: If this is a 727 Objection to Discharge, Docket the Flag Set-727 Objection to DischargeEvent Next.' Below that is a section titled 'For Receipt #, Enter CC for Credit Card'. It contains two input fields: 'Receipt #' with the value 'CC' and 'Fee: \$' with the value '150'. At the bottom of this section are 'Next' and 'Clear' buttons.

Figure 16

- You will not know what the **Receipt Number** is. Enter “CC” in the **Receipt #** field to indicate payment by Credit Card.
- The fee amount defaults to the amount of the complaint filing fee, \$150.

— Click **[Next]** to continue.

STEP 17 The system will display the **MODIFY DOCKET TEXT** screen. If any part of the entry is incorrect, click the browser **[Back]** button to return to the screen you need to correct. Then process the screens again with the respective **[Next]** or **[Submit]** buttons. If the docket text is complete and accurate, click **[Next]**.

STEP 18 The **FINAL DOCKET TEXT** screen displays (See Figure 18.)

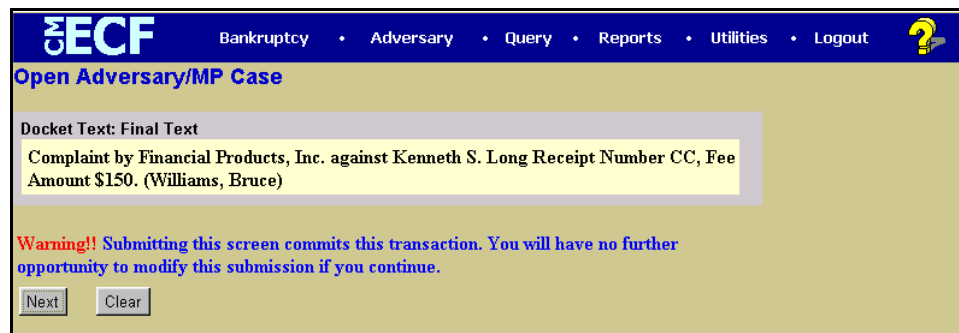
The screenshot shows a web browser window with the ECF (Electronic Case Filing) system interface. The top navigation bar is blue with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is 'Open Adversary/MP Case'. The main content area has a light yellow background. It displays 'Docket Text: Final Text' in a grey box. Below this, a yellow box contains the text: 'Complaint by Financial Products, Inc. against Kenneth S. Long Receipt Number CC, Fee Amount \$150. (Williams, Bruce)'. A red warning message follows: 'Warning!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom of the form are two buttons: 'Next' and 'Clear'.

Figure 18

— Proofread this screen carefully! No further changes are allowed after this screen. If it is correct, click **[Next]**.

NOTE: To abort or restart the transaction at any time up until the final docket text screen, click the **Adversary** hypertext link on the **Menu Bar**.

NOTE: When an adversary is opened, the complaint information is spread over to the main bankruptcy case.

STEP 19 The system then displays the **NOTICE OF ELECTRONIC FILING** screen. (See Figure 19a.)



ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Open Adversary/MP Case

Notice of Electronic Filing

The following transaction was received from Williams, Bruce on 1/18/2002 at 9:16 AM CST

Case Name: Financial Products, Inc. v. Long
Case Number: [1-02-00019](#)
Document Number: [1](#)
Case Name: Kenneth S. Long
Case Number: [1-02-10003-tsu](#)
Document Number: [3](#)

Docket Text:
Complaint by Financial Products, Inc. against Kenneth S. Long Receipt Number CC, Fee Amount \$150. (Williams, Bruce)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:J:/ecfpdfs/Complaint.pdf
Electronic document Stamp:
[STAMP wiwbStamp_ID=1007674467 [Date=1/18/2002] [FileNumber=11920-0] [249174da5a6c8e38bf6a5843adf08b88ab78a4d6fab5732ab31391b37d8bac320ec38d833540fd6972185fa106a59e6fe4480d357657fa2624843085d02523aa]]

Document description:Main Document
Original filename:J:/ecfpdfs/Complaint.pdf
Electronic document Stamp:
[STAMP wiwbStamp_ID=1007674467 [Date=1/18/2002] [FileNumber=11921-0] [4d5a76ceb472435643a66c9d82bfa1bf0364a5e5202a6643b7f79e3aff9bec8c26b2df7c357ddeef91b8f0dc202b5e6d2f41f6f3c4883d4cbd4d6629aed816b]]

1-02-00019 Notice will be electronically mailed to:
Bruce Williams ,

1-02-00019 Notice will not be electronically mailed to:

Figure 19

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.

- The case number is a hyperlink to the docket sheet and clicking on the document number hyperlink will display the image of the complaint. **The case number of both this adversary and the lead bankruptcy case appear.** This indicates that this complaint entry has spread to the bankruptcy case and will be available to anyone reviewing the bankruptcy docket report. The hyperlink to the imaged complaint is also accessible from the bankruptcy case.
- To print a copy of this notice, click the browser **[Print]** icon.
- To save a copy of this receipt, click **[File]** on the browser menu and select **Save Frame As..**
- Future access to the **Notice of Electronic Filing** is available through the electronic docket report. When this option is selected, a silver bullet appears next to the document number of the event on the docket report. Clicking on this bullet will display a copy of the notice.